



Walton & Hershham Football Club
Elmbridge Xcel Sports Hub
Waterside Dr, Walton-on-Thames, KT12 2JP
www.waltonhershhamfc.com

WALTON & HERSHAM FC: RISK ASSESSMENT DOCUMENT



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Introduction

This document is designed to assist in identifying, assessing and forming strategies to deal with any risk management issues that may be prevalent at our club, Walton & Hershams Football Club (WHFC) and our use of Elmbridge Excel Hub.

It covers issues relating to risk management, safety, education, insurance and general legal principles. As a club we are committed to fully incorporating these into daily running and maintenance procedures and ensuring that the likelihood of accidents is reduced as far as possible.

What is risk management?

Risk management refers to decision making that fully considers and even prioritises avoiding and reducing the impact of unexpected/undesired outcomes.

It involves thorough analysis of what can go wrong so that people can be fully aware of these and able to implement strategies to prevent them or at least manage them.

To keep things running effectively these decisions need to become recognised rules for running of the organisations on every level for everyone involved.

A duty of care

WHFC will take all reasonable care to avoid acts or omissions which we can reasonably foresee would involve a risk of injury to another. We recognise that “general negligence on or around sporting facilities can be seen as a breach of your duty of care” and that “players or participants on the sporting field owe each other a duty of care.”

All participants in a recreational / sporting activity have a duty to:

- provide a safe place for recreation / sport
- provide a safe system of rules
- provide safe and adequate equipment provide adequate instructions and supervision for the recreation / sport



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Clubs and associations

WHFC as a football club ensures that player training, matches (official or otherwise) and all other associated events are held in the safest possible conditions.

We comply to our duty of care to:

- Ensure that the safest possible conditions are provided for participants
- Ensure that the best interests of the participants is taken into account when making decisions at committee or board level
- Call off or cancel training, matches and events if the weather conditions jeopardise the health & safety of the participants
- Seek medical or other expert opinion as to what environmental hazards exist and what remedial action can be taken to reduce the risk of harm to the participants
- Ensure that spectators are safe from injury
- Ensure that injury prevention strategies are in place to protect participants
- Educate their coaches, trainers and players on sporting injury prevention
- Ensure that any member serving alcohol to spectators is appropriately trained in the Responsible Service of Alcohol

Venue providers/local government bodies

Elmbridge Hub, otherwise known throughout this document as a 'Venue Provider', ensures that the venue is safe for the particular sporting event to be held.

The Venue Provider will:

- Provide ambulance access
- Have an established emergency procedure
- Provide a safe training and playing surface
- Provide hygienic wash facilities
- Provide hygienic, non-confined change facilities
- Regularly attend to the maintenance and upkeep of the venue
- Obtain necessary insurance
- Conduct regular independent safety audits.

Players or participants

Players or competitors owe each other a duty of care.

Players:



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- Have a duty to not recklessly cause injury to other participants.
- Have a duty to ensure that they take no actions that could pose a threat to others.

The manager or coach

WHFC accept that the manager or coach may become liable in circumstances which involve the following issues:

- Encouraging dangerous techniques
- Demanding injured players to continue playing
- Encouraging aggression
- Drugs (legal and illegal).

WHFC Managers and Coaches are obliged to ensure that all steps are taken to avoid injury. This means incorporating:

- Appropriate sports selection and grading
- Appropriate preparation and correct coaching techniques
- The use of protective equipment
- Proper supervision and refereeing
- Practice of ensuring players have completely recovered from injury before returning to play by consulting with appropriately qualified medical staff.

Match officials

The match officials owe a duty of care to the players to enforce the particular rules of the game.

Hazard identification, assessment and control

Risk assessment



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Risk assessment can apply from the state of the club's equipment to planning a large event. WHFC would be able to demonstrate that we have undertaken risk assessment in relation to all factors that could present a hazard to health and potentially cause injury or death.

Five steps to risk management

WHFC follow the standard 5 steps of risk management:

1. Identify potential hazards.
2. Establish who could be harmed and how.
3. Assess the risks, decide whether existing precautions are adequate or whether more steps are required.
4. Record our findings.
5. Regularly review our assessment and revise if necessary.

Education

WHFC fully understand the nature of risk and risk management and are committed to educate members, players and spectators within our own environment.

This education is tailored to look at all areas including:

- Venue safety and club safety from the point of view of players and spectators
- Player injury
- Child protection
- Discrimination

First aid

Overview:

First aid is a system for the emergency treatment of illness and injury, which includes the following elements:

- emergency treatment
- maintenance of records
- redressing of a minor injury
- recognising and reporting health hazards
- participation in safety programs



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WHFC and the Venue Provider, in consultation with first aiders, have reviewed first aid requirements for their facility.

This review process considered the following:

- the available first aid facilities
- content of first aid kits
- number and location of first aid kits
- advice and training on first aid assistance
- the number and training level of first aiders

First aid facilities

First aid facilities and training is appropriate to the size and layout of the venue, and our assessment included:

- the distance an injured or ill person has to be transported to first aid
- a routine for cleaning and checking equipment
- the ease with which this can be undertaken
- the level of first aid available throughout the place of activity.

First aid kits

First aid kits provided are in a clearly identifiable container and include as a minimum:

- emergency services telephone numbers and addresses
- a first aid guide and list of contents
- individually wrapped sterile adhesive dressing
- sterile eye pads
- sterile pads for serious wounds
- bandages
- instant ice/cold pack
- single use splinter probes
- plastic bags
- paper towel
- safety pins
- sterile un-medicated wound dressing
- adhesive tape
- crepe bandage
- disposable gloves



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- sharp - blunt scissors

First aid officers

Responsibilities:

First aid officers are responsible for taking positive action to prevent further injury and to render first aid management in accordance with their approved training, until medical help arrives.

All will have suitable training provided by The FA or a relevant authorised body e.g. St Johns Ambulance or Red Cross.

First aid records

First aid officers are required to maintain a written record of any injury or illness so as to provide information which may assist in future treatment of the injured person. All personal records are confidential and are securely stored.

Emergency plan and procedures

Emergency instructions are displayed and include:

- emergency telephone numbers
- fire suppression equipment supply contacts
- emergency evacuation procedures
- emergency evacuation assembly points

Safe playing environment

Inspections are conducted prior to commencement of play to identify risks.

This inspection may identify normal wear, tear and general deterioration of physical assets and features such as the playing surface, equipment, facilities, access to and from the venue, waterways and pathways.

Individual industry checklists have been prepared to assist in identifying sports specific risks detailing:

- metric measurement
- field of play
- pitch



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- playing equipment
- participants' equipment
- other safety hints

These checklists have arisen following industry risk assessments which identified:

- inappropriate body size or strength
- inadequate fitness level
- lack of adequate warm-up
- lack of, or defective protective gear
- poor footwear or sports gear
- poor playing facilities
- poor supervision and refereeing
- recklessness of the injured party

Infectious diseases

Management: clubs, associations/committees (members)

- Appoint a trained first aid officer
- Ensuring clean and tidy dressing rooms
- Regular sanitation of toilets and shower facilities
- Supply soap, detergent, disinfectant, gloves, leak-proof plastic bags, paper hand towels, brooms
- Refuse disposal bins
- Provide a first aid kit
- Provide latex disposable gloves
- Display an emergency plan and hygiene policy
- Provide spare clothing in the event of blood soiling

Management: referees or other match professionals/ manager or coach

- Acknowledge display of plans and policies
- all open cuts and abrasions immediately to first aid officer

Management: first aid officer In an incident/accident where bleeding occurs:

- Wear non-utility gloves (latex), clean the wound with soap and water
- Bloodstained clothes should be changed for clean ones
- If blood gets on skin, wash well with soap and water



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- If eyes are contaminated, rinse thoroughly with the eyes open, with water or saline
- If blood gets in mouth, spit it out and rinse the mouth repeatedly
- In the event of uncontrolled bleeding the player must not be allowed to continue
- Where there is an additional concern about infection, medical advice should be sought from a physician or someone clinically experienced in the management of infectious diseases
- Contaminated material should be contained in an appropriate waste contamination receptacle and disposed of under local health regulations

Personal protective equipment

These questions should be considered in relation to personal protective equipment:

- Is the use of protective equipment required?
- If so, are there written procedures covering the specifications, purchase, storage, maintenance, issue and correct use of the protective equipment?
- Are participants trained in the use of the protective equipment?

Managers and coaches should:

- Issue personal protective equipment and complete details in the personal protective equipment issue register
- Instruct participants in the correct use and maintenance of personal protective equipment, as directed by the manager or coach
- Conduct periodic checks to ensure that the personal protective equipment is being used as specified
- Report to the appropriate official any personal protective equipment considered to be inadequate

Inspection and tests Inspections and tests will be carried out by suitably qualified persons on behalf of the venue provider to ensure that the safety standards are maintained.

Annual inspection

A detailed inspection of the playing surface, including all components and installations, will be arranged annually by the Venue Provider in order to ensure that load-bearing elements are capable of withstanding the pressures to which they are likely to be subjected and that they are fit for their intended purpose.



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Inspection will be carried out by a responsible person. Engineers commissioned to assess structural safety of buildings will have specialisation in structural safety. Inspection and testing of crush barriers, handrails and other protective barriers will be carried out by qualified persons.

Other inspections

Warning, detection, lighting and public address systems are vulnerable to vandalism, and this will be taken into consideration when inspecting them. All automatic fire detection and fire warning, emergency lighting and public address systems will be tested 24 hours before each event.

Turnstiles and metering systems will be tested before each event to ensure they are in proper working order. There are contingency plans in case any of these systems are not operating properly and cannot be rectified before the event.

The playing surface will be inspected before, during and after each event to ensure that there is no accumulation of combustible waste and that any hazardous materials.

Deformation/damage

Following each event, a general visual inspection of the playing surface will be made for signs of damage which might create potential danger. Particular attention will be paid to the condition of terraces, viewing slopes and stairways.

Records

Records of all inspections and tests, together with a record of remedial actions taken, will be kept and maintained. The required level of competence of those carrying out the tests will be specified.

Lighting

Where natural lighting in any section of the venue accessible to the public is deficient, adequate artificial lighting is provided. When the venue is used after dark, all parts accessible to the public will have adequate lighting to enable people to see their way into, around and out of the venue.

Spectators with disabilities

Proper safety provisions to accommodate people with disabilities are made at the venue.



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Persons with impaired vision

Signposting, especially fire or other safety signs, are positioned so that, as far as possible, they can be easily seen and readily distinguishable by those with impaired vision or colour perception.

Persons with impaired hearing

Although people with impaired hearing may experience difficulty in hearing messages broadcast on a system designed for those with normal hearing, a hearing impairment does not mean that in all cases a person is insensitive to sound and that they do not have sufficiently clear perception of all conventional alarm signals. Where this is not the case it is reasonable to expect spectators who have been alerted to prepare for evacuation to warn those with impaired hearing.

Persons with impaired mobility

There is the provision of wheelchair spaces within seated areas, and these ensure occupants have an unrestricted view.

UV exposure

The environment can significantly affect a player's performance. Participating in activities in a variety of environmental conditions can be safe, provided one understands the risk and is properly prepared.

Effects of competing in excessive temperatures (bearing in mind that surface temperature is usually considerably higher than mean air temperatures by virtue of confinement of space, interaction of competitors and crowd 'warming') are well documented with associated symptomatology including heat exhaustion, dehydration, heat stroke and even skin cancer.

Heat illness can be prevented by the following proactive measures which are in place at the venue:

- An adequate rehydration system with fluid available any time requested during training, preparing for or participating in the game
- An adequate first aid kit
- First aid training
- A written first aid policy/assessment, and a written emergency procedure
- Providing access to shade while competing and/or breaks



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Proper distribution of alcohol

A person serving alcohol to another person with the knowledge that that person could place themselves in a position of danger should they be intoxicated upon leaving the establishment where the alcohol was supplied will be considered negligent if they continue to supply the person with the means of greater intoxication without regard to the danger to which they are thereby contributing.

Immediate effects of alcohol

The effect of any drug varies from person to person. It depends on how much you drink, whether you are used to drinking, your mood and many other factors such as your weight, sex and general health status.

Return to recreational team sport

Introduction:

The government recognises the vital role sports and physical activity plays in ensuring physical and mental health. The return of team sport is an exciting moment for the millions of people who use this activity as their exercise of choice and gain the multiple physical, mental and social benefits of playing. This return must be made as safe as possible, which is why the government has produced this guidance and why sport governing bodies will be preparing thorough plans of their own. It is recognised that risk in sport cannot be completely eradicated, but with caution and care, risks can be reduced and the benefits of team sport enjoyed fully again.

Transmission

According to current evidence, COVID-19 is primarily transmitted between people through respiratory droplets and contact with contaminated surfaces – usually those that are frequently touched. Airborne transmission is possible in specific settings where certain procedures or sports treatments are performed in close proximity.

Mitigating risks

The purpose of this section is to provide the necessary mitigations to enable the return of competitive recreational team sport as part of the easing of social restrictions from 4 July



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onwards. The framework we outline below is designed to minimise the COVID-19 transmission risk whilst taking part in recreational team sport and enable participants to make an informed decision about their own risk.

These mitigations allow for competitive sport to take place whilst maintaining appropriate compliance with social distancing and permitted group sizes. This is only permitted if this guidance is fully implemented by a national governing body (NGB) and complemented by a public health approved action plan for each sport, with activity taking place under an official governing body's oversight. Compliance with current guidance on social mixing must be maintained at all times when not on the field of play.

Sport action plans and guidance

Each individual sport will submit to the government (Department for Digital, Culture, Media & Sport) an action plan and any related guidance, demonstrating its mitigations, how it plans to operate, and any adaptations required. The sport specific action plan and risk mitigation proposal must recognise that practice may need to be adapted or curtailed and this information communicated to participants swiftly, if the overall threat level or community prevalence of COVID-19, dictates or if it becomes apparent that a specific sport carries a high level of transmission risk.

Each sport will provide an assessment of the transmission risk that a return to competitive recreational activity represents based on three key variables:

- Droplet transmission: The risk associated with each action in an activity based on duration and proximity of participants. By using the framework, sports can determine the risk of actions in their matchplay environment which will then determine the overall level of risk of taking part in that sport.
- Fomite transmission: The risk associated with the handling and transfer of equipment in the sport
- Population: The number of participants likely to take part in the proposed activity plus known risk factors of participants with underlying health conditions or high risk groups, who wish to participate

Based on this overall risk profile some recreational sports will be lower risk than others and better suited to return to competitive play earlier with or without adaptation.

All sports should ensure that sessions comply with the relevant National Governing Body Safeguarding Policies and Procedures and conduct a thorough risk assessment which should be included as part of the action plan. Particular consideration needs to be given to children



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and young people under the age of 18 and vulnerable adults who may be less able to understand or maintain social distancing discipline.

Guidance for team sports that has been cleared by PHE/HSE will be linked on GOV.UK. If guidance is not linked on GOV.UK, then the sport has not been cleared to restart.

Key principles - prior to activity

Club preparation:

WHFC will only return to sport when they have the appropriate measures in place as developed by the NGB and general government guidance in relation to recreational sport.

This document outlines WHFC's COVID-19 plan and risk assessment prior to activity. This includes those in charge of the session taking part in specific training, as necessary, and participants being asked to consider if their underlying health, may caution against participation. This has been promulgated to all coaches, assistant coaches and welfare officers.

Risk assessments have been completed in line with guidance from the Health and Safety Executive (HSE) and as our clubs is running activities for children, we also consulted the DfE guidance on Protective measures for out-of-school settings to minimise the risk of transmission for children.

Test and trace

Activity organisers will support track and trace efforts by collecting written information on participants at both individual training sessions and all matches that will allow NHS Test and Trace to contact all participants if a player becomes ill with COVID-19. These records will be kept for 21 days. Each sport/ NGB will determine in their action plan or guidance the process their sport will go through to enable track and trace efforts to happen by providing the way in which all information on participants will be collected at both training and matches.

Pre-attendance official symptom check

All players, officials, volunteers and spectators must undergo a self-assessment for any COVID-19 symptoms. No-one should leave home to participate in sport if they, or someone they live with, has symptoms of COVID -19 currently recognised as any of the following:

- A high temperature
- A new, continuous cough



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- A loss of, or change to, their sense of smell or taste

Should an individual have demonstrated any such symptoms, they must follow NHS and PHE guidance on self-isolation

Participants will be made aware of any increased risk associated with taking part in activity, based on the assessment undertaken by the governing body. They should also be strongly advised to comply with public health restrictions and avoid high risk behaviour outside the sports setting to reduce the risk to their fellow participants when they do attend.

Travel to training and matches

Participants are encouraged to follow best practice for travel including minimising use of public transport and limiting car sharing. Walk or cycle if they can. People from a household or support bubble can travel together in a vehicle.

See the government's safer travel guidance for passengers for further information.

Arrival at venues

Clubs should strictly limit the time spent congregating at a venue before activity begins. Meet-up times will reflect this. This includes arriving changed and ready to begin the warm up., Exceptions may be made where safety and safeguarding measures require this, for example supporting disability athletes with minimum time spent waiting or in changing rooms.

Key principles - during activity

Social distancing in play All sports must adhere to social distancing throughout warm-ups and avoid equipment sharing. The sport specific action plan addresses the issue of how the sport can best mitigate the risk of social distancing in competitive matches and training.

Avoiding unnecessary breaking of social distancing such as pre-game handshakes, huddles, face-to-face confrontation with opponents and officials, and scoring celebrations.

Social distancing during breaks and post-game All participants will remain socially distanced during breaks in play with spaced areas for equipment and refreshment storage for each individual including officials and substitutes. Coaching staff and substitutes, will, for example, spread out and avoid sharing a dug out or bench if social distancing cannot be observed. Water bottles or other refreshment containers, will in no circumstances be shared. Participants are advised to bring their own, in a labelled or highly distinguishable container.



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After activity participants must maintain government mandated social distancing for social interaction. This includes in any available clubhouse facilities or other venue participants congregate in afterwards.

Use of equipment

The sharing of equipment will be avoided where possible, particularly that used around the head and face. Where equipment is shared, equipment will be cleaned before use by another person.

Participants will take their kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials. Where kit absolutely has to be shared or kept together, each person handling it will wash or sanitise their hands immediately after.

Ball transfer

Based on the fomite transmission risk assessment sports where a common ball needs to be handled by multiple players, each activity will have a plan to reduce this risk following advice from their governing body.

Match officials, medics and coaches

Match officials will observe the governing body guidance in the same way as participants are required to. Match officials must remain socially distanced from players where possible during play.

Adherence to measures

Match officials will be empowered to ensure measures are adhered to through appropriate sanctions designed by the NGB. Participants must be clear that they are opting in to participating as defined in the sport-specific guidance with regard to risk and risk mitigation.

Shouting

There is an additional risk of infection in close proximity situations where people are shouting or conversing loudly. This particularly applies indoors and when face to face. If possible, players should therefore avoid shouting or raising their voices when facing each other during, before and after games.

Injury treatment

Injuries during play should still be treated as participant wellbeing is utmost. The best way to protect oneself and others is through rigorous cleaning, personal hygiene and regular



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hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment, using standard household cleaning and disinfection products, will be followed. Face coverings are also advisable when undertaking treatment.

After contact with an injured participant, hands will be cleaned thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum social distancing was maintained. Avoid touching mouth, eyes and nose during treatment.

Physios or their equivalent, will keep a record of each participant they have come into contact with for track and trace purposes.

Spectators

Supporters, parents, and other spectators will remain socially distanced whilst attending events. Spectator groups will be restricted to discrete six person gathering limits and spread out, in line with wider government guidance.

Regarding competitive matches, including pre-season, spectators will not be limited to club officials and family of the players.

Key principles - facility usage

Adherence to these guidelines have been worked out collaboratively between club and venue.

Movement on site

The venues has entry and exit and parking arrangements to venues that ensures social distancing can be maintained.

The venues will:

- display the appropriate signage to facilitate at all points throughout the facility and car park.
- implement traffic flow systems where possible and appropriate.
- outline socially distanced areas for teams, officials and spectators.
- ensure that all accessible provision within the site and the facility are available.

Changing rooms and showers

Players should arrive changed and shower at home. Use of changing and shower facilities will follow government advice on the use of indoor facilities where available.



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If these facilities remain closed, exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc.

Toilets

Toilets will need to be opened for pre-match, match and for 30mins following.

Steps that will be followed:

1. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
2. The possible use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).
3. To enable good hand hygiene, possibly making hand sanitiser available on entry to toilets where safe and practical, and ensuring suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.
4. Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.
5. High ventilation in indoor facilities is paramount to reducing transmission of Covid-19; keep the facilities well ventilated, for example by fixing doors open and opening windows where appropriate.
6. Putting up a visible cleaning schedule and keeping it up to date
7. Providing more waste facilities and more frequent rubbish collection. Toilets capacity should be managed via entry and exit as per government guidelines.

Hygiene

Participants will be encouraged to refrain from spitting or rinsing out their mouths on or around the playing area.

Clubhouses and hospitality

The venues will use clubhouses and hospitality facilities in line with government guidance on hospitality settings.



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Point of Contact

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